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**From:** Lisa Makosewski - 3A-FEB-D [lisa.makosewski@gsa.gov]  
**Sent:** 11/27/2020 12:08:54 PM  
**To:** PhilaFEB Agency Heads [philafebAgHeads@gsa.gov]  
**Subject:** Informaton for Preparing for Presidential Transition  
**Attachments:** ATT00001.txt; Notes from PPS Webinar on Presidential Transition.docx; Agency-Transition-Guide-2020.pdf; Presidential-Transition-Guide-2020.pdf; SEA transitionhandbook4.pdf  
  
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Hello, everyone!

Now that GSA has ascertained the results of the election, much of the work in transitioning from one administration to the next can begin in earnest. To assist you, I have attached a few documents that may be helpful.

From the Partnership for Public Service: Presidential Transition Guide (2020), Agency Transition Guide (2020). Each of these guides is comprehensive and runs over 100 pages. The Agency Transition Guide may be more helpful for those in the field preparing for the incoming administration.

From the Senior Executive Association: Transition Handbook (2016). This handbook may be the most useful of the three formal documents attached, simply because of its comparative brevity (32 pages) and its focus on what executives need to accomplish in preparing for a new administration. I was not able to locate a 2020 version of this document, but the information contained is still relevant.

I have also attached notes from a webinar I attended in preparation for the 2016 presidential transition. I thought these were good points to remember in preparing to welcome new political appointees and incoming administration officials.

I hope this helps.

Lisa

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